



Academic Integrity and Misconduct

Academic integrity is how a person approaches their academic responsibilities in an honest, moral and ethical way.

Victoria Point State High School promotes academic integrity by developing students' skills and modelling appropriate academic practices.

Group Work

Students participating in a group task are required to submit an individual response to the assessment instrument aligned to:

- VPSHS Assessment Policy
- Academic Integrity and/or Misconduct

Submitting, collecting and storing assessment information

A student will submit all assessment instruments, including draft responses for secure storage and ease of access for either school or Queensland Curriculum Authority (QCAA) processes:

- by their due date and where appropriate, via the school's academic integrity software
- in a format that can be stored in individual student folios including recordings of live performance assessments

Years 11 and 12 – please note, all marks for summative internal assessment for General and General Extension subjects are provisional until the QCAA confirms them.

Scaffolding

A student must use the provided scaffold as:

- a guide to predetermine a unique response (the scaffold is not a model of an expected response)

All students should be aware that they will gradually be given more responsibility for understanding the processes required to complete the expected response across years of schooling.

Checkpoints

A student will be advised of checkpoints to allow student/teacher:

- to monitor progress
- to establish student authorship
- to show evidence of progress at scheduled checkpoints
- to identify and seek support

All students should be aware that failure to meet checkpoints will be advised to Parents/Carers by a Head of Department or their delegate.

Drafting

A student should be aware that drafting is a key checkpoint. Types of drafts differ depending on subject, e.g. written draft, rehearsal of a performance piece, or a product in development. Drafts might be used as evidence of student achievement in the case of illness or misadventure, or non-submission for other reasons.

A student may expect the following feedback on a draft:

- a maximum of one draft of each student's response
- a consultative process that indicates aspects of the response to be improved or further developed
- delivered in a consistent manner and format for all students
- provided within one week of a submission of a draft

Feedback on a draft must not:

- compromise the authenticity of a student response
- introduce new ideas, language or research to improve the quality and integrity of the student work
- edit or correct spelling, grammar, punctuation and calculations
- allocate a mark

A copy of the feedback will be stored with a hard copy of the draft in a student's folio. Parents and caregivers will be notified about non-submission of drafts and the processes to be followed.

Managing Response Length

A student must adhere to assessment response lengths. Subject-specific strategies about responding purposefully within the prescribed conditions and length of the task will be modelled. A student should:

- adhere to the required length of the response as indicated on the assessment instrument
- apply feedback about length provided by your teacher at checkpoints

After all these strategies have been implemented, if a student's response exceeds the word length required by the syllabus, the school will either:

- mark only the work up to the required length, excluding evidence over the prescribed limit; **OR**
- allow a student to redact their response to meet the required length, before a judgment is made on the student work

And, annotate any such student work submitted for confirmation purposes to clearly indicate the evidence used to determine a mark.

Declaration of Integrity

All submitted assessment instruments must be the student's own work and must require the student to acknowledge and date the following statement, located on the Academic Integrity Factsheet.

Declaration of Integrity – Assessment Policy

The Victoria Point State High School Assessment Policy addresses the expectations, conditions and consequences for the completion and collection of assessment. This policy is on the School Website and Daymap.

"I certify that I am aware of the School Assessment Policy and all unacknowledged work is my own. I can prove authorship through production of preliminary work and/or drafts (if applicable) and I am willing to answer questions if deemed necessary. I have kept a copy of this assignment (if applicable)".

I acknowledge the declaration of integrity and all work submitted is my own. Date: _____